



CITY OF SAINT PAUL  
Mayor Christopher B. Coleman

OPERATIONS: 651-643-3473  
PARK PERMITS: 651-632-5111  
FORESTRY: 651-632-5129  
Facsimile: 651-632-5115

1100 Hamline Avenue North  
Saint Paul, Minnesota 55108

TTY: 651-266-6378  
[www.stpaul.gov/parks](http://www.stpaul.gov/parks)

## 2010 HISTORIC COMO STREETCAR STATION RENTAL INFORMATION

1224 No. Lexington Parkway, Saint Paul, Minnesota 55103

***The Streetcar Station is a heated and air-conditioned facility available for year-round rental. It is nestled within beautiful Como Park at the corner of Lexington and Horton and is approximately two miles from both Interstate 94 and Highway 36.***

- **The Historic Como Streetcar Station Museum is open to the public every Sunday from 12:00 p.m. to 4:00 p.m.** To make an appointment to view the facility during non-public hours, please call 651-632-5111. Appointments can only be made for times from 7 a.m. to 3 p.m. (*not in evenings or on weekends*). Tours will only be given for a *maximum of 15 minutes* (these tour appointments are not for practice set-up).
- **To make reservations over the telephone, please call 651-632-5111.**
- **Reservations can be made in person at the Park Permit Office, 1100 Hamline Ave. No. (corner of Jessamine and Hamline), Monday through Friday, 7:00 a.m. to 3:45 p.m.**

**The Historic Como Streetcar Station is part of Como Park and all park rules apply, including:**

- **Alcohol is not allowed** in the building or on the premises.
- Smoking is not allowed in the building.
- Fires are not allowed at the Streetcar Station. Barbeque grills are allowed on the green space surrounding the building; however, users are responsible for proper disposal of charcoal.
- Pets are restricted to the outside of the building unless they are used for medical help, e. g., seeing eye dogs. Pets must be licensed and secured by a leash six-feet or less. Owners are required to carry clean up materials for their pet(s).

**Rental Time:** The Historic Como Streetcar Station can be rented between 7:30 a.m. and 10:00 p.m., Monday through Saturday and Sunday 7:30 a.m. to 10:30 a.m. and 5:30 p.m. to 10:00 p.m. The Streetcar is open to the public to view the museum area between 12:00 p.m. and 4:00 p.m. on Sunday. If more than one event is booked at the facility, 1½ hours will be kept open between events for clean up.

**Rental Space:** Rental includes the large museum space, veranda, restrooms, small sink, 50 chairs and ten (30" x 72") tables. Set up of the tables/chairs is the responsibility of the renter. If additional chairs/tables are needed for an event, it is the responsibility of the renter to obtain additional chairs/tables through a private vendor; the Historic Como Streetcar Station staff does not provide this service. Kitchen facilities are not available at this facility. The office located in the building is closed to the public.



CAPRA Accreditation

AA-ADA-EEO Employer



National Gold Medal Award

**Building capacity** is a maximum of 75 people. Please take note of the following:

- The space has a maximum setup capacity for 50 people using tables and chairs. This does not include space for display/serving tables.
- Auditorium style-seated events (with chairs only) have a maximum setup capacity of 75 people. This does not include space for display/serving tables.
- The hallway is not part of the rental space and must be kept open for passage to restrooms/office at all times.

**Parking Lot** has the capacity to hold 10 -12 cars, with one handicap permit only parking space. Additional parking may be found on the street where permitted, or in the parking lots located within Como Park.

**Food** that is required to be prepared/cooked inside of the facility is not allowed. There is no refrigeration available at the Streetcar Station, coffee pot or other appliances. If special equipment is needed for an event, the renter must provide their own.

**Reservations:** City of Saint Paul residents and businesses may apply for a permit the first business day of the month, 13 months in advance of their desired event date. Nonresidents and businesses may apply beginning the first business day of the month, 12 months in advance of their desired event date.

Reservations will be accepted up to 7 days in advance. No reservations will be accepted within 7 days of a desired date.

Permits will not be issued for any national holiday, or the day immediately preceding or following the holiday.

Reservations can be made in person with payment by check, cash or credit card at the Park Permit Office or by telephone at 651-632-5111 with a credit card. Full payment must be made at the time of reservation. Nonresidents may apply the first day of the month, 12 months in advance. Reservations/payments cannot be processed at the Streetcar Station.

When reserving the building, please include any set-up or cleanup time needed for your event in your rental time. Staff will open the building approximately 15 minutes prior to your rental time and the building must be cleaned and vacated by the end of the rental period. **Set-up of the tables and chairs is the responsibility of the permit holder.** Please be aware that there are no kitchen facilities available at the Streetcar Station.

**Rental Fees:**

	<b>BASIC RENTAL FEE:</b>	<b>Non-Profit/Tax Exempt Rate:</b>
<b>3 HOURS (MINIMUM)</b>	<b>\$136.00</b>	<b>\$112.88</b>
<b>EACH ADDITIONAL HOUR:</b>	<b>\$34.00</b>	<b>\$28.22</b>

Documentation of tax exempt and/or nonprofit status must be provided at the time the reservation is made in order to receive the discounted rate. If group is a non-profit but NOT tax-exempt, 7% tax will be added back into the fee.

**Fee for Tent Area (weighted only):** \$55.00 for first tent/\$51.15 for tax exempt for one site - additional tents are \$30.00/\$27.90 for tax exempt. The Park Permit Office must be notified at least seven days in advance at 651-632-5111 if a tent will be part of the event.

**Please Note: Large games, dunk tanks and rides are not allowed at this site as there is no vehicle access to veranda/green space area.**

**Cancellations:** If we are given a 14 day notice of cancellation, the following applies:

Original Fee Amount	Refund Reduced by
\$0.01 - \$10.00	No Refunds Given
\$10.01 - \$50.00	\$10 reduction
\$50.01 and up	\$25 reduction

**Changes:** There will be a \$10.00 charge each time a permit is altered (change of date, time change, etc). Changes to dates will be accepted up to 7 days prior to the scheduled date of the event. Within 7 days of an event no changes will be accepted.

**Miscellaneous Information:**

- Taping, tacking or nailing of anything to the walls is prohibited.
- Tablecloths are not provided, but may be used.
- Electrical outlets (110 volts) are available in both the museum space and veranda.
- Streetcar Station staff are responsible for disposal of trash. All trash must be placed in trash containers.
- If candles are used, they must be placed in glass containers. Dripless candles are encouraged. Birthday candles on cakes can also be used.
- Speakers or other large objects cannot be placed on the windowsills or wood benches.
- Audio visual equipment (overhead projector, screen, speakers, and microphone) is not available at the Streetcar Station.
- All equipment brought to the site for an event must be delivered and removed during rental period.
- The patio is not a sheltered environment. Alternative setup arrangements should be made in the event of bad weather.
- The open space area cannot be reserved for exclusive use.
- Staking is not allowed at the site, including along the paths leading to the building.

Updated 12/09

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